

## **Emergency Medical Services Paramedic - Crew Chief**

### **General Statement of Duties**

Performs paramedic skills and duties as well as supervision of and responsibility for an assigned crew(s).

### **Distinguishing Features of the Position**

An employee in this position supervises and coordinates the activities of an assigned crew(s). The employee has the responsibility of assuring that equipment and ambulances are in working order and each unit is staffed with appropriate personnel to assure operational readiness. This position requires frequent contact with the public requiring the employee to have strong personal relationship skills. Work is performed under general supervision and is evaluated by observation and by effectiveness of the crews operation.

### **Illustrative Examples of Work**

- Supervises and coordinates the activities of personnel during an assigned crew.
- Approves and schedules leave time for personnel assigned to the crew.
- Checks and submits time sheets for assigned personnel.
- Assure that daily unit check-off sheets are completed.
- Coordinates general maintenance of bases and units.
- Assures supply requisitions are submitted as required.
- Periodically coordinates with his or her Chief Trainer to assure staff maintains training and certifications as required by the State of North Carolina OEMS and Catawba County EMS.
- Attend and participates in Crew Chief meetings.
- Cooperates with other agencies as needed.
- Performs related work as required by the position.

### **Knowledge, Skills, and Abilities**

- Meets all job requirements of an Emergency Medical Technician - Paramedic with Catawba County EMS.
- Considerable knowledge of state and local guidelines governing the operations of EMS.
- Considerable knowledge of the Catawba County Personnel Code, Catawba County EMS Standard Operating Guidelines, and treatment protocols.
- Considerable knowledge of the geography of Catawba County.
- Considerable knowledge of all required documents and forms related to Catawba County and Catawba County EMS.
- Ability to supervise and evaluate the work of others.
- Ability to maintain working relationships with peers and subordinates.

### **Desirable Training and Experience**

- In order to apply the employee must be a North Carolina Emergency Medical Technician - Paramedic employed full time by Catawba County EMS.
- Minimum 5 years field experience as an EMT-P.

## **Emergency Medical Services Paramedic - Crew Chief**

### **Essential Job Functions Emergency Medical Services Crew Chief**

1. It is the responsibility of the Crew Chief to attend the regularly scheduled Crew Chief meetings. Actively participates in discussions, represents his or her assigned staffs opinions and views, and introduces recommendations and ideas as appropriate.
2. Staff members will submit leave requests to their Crew Chief who is responsible for approving or denying the request based on operational needs of the service and taking into account policy and procedures related to leave time. In the case of sick leave or other unscheduled leave the Crew Chief will coordinate with the Shift Supervisor. It is the Crew Chiefs responsibility to ensure that an employee has obtained sufficient leave to cover the requested time prior to approving the time off.
3. The Crew Chief will check the EMS Task list daily and updates each area on an as needed basis. Coordinates with the Shift Supervisor for maintenance of a facility or unit. Complete and submit a daily written report detailing on-duty staff, status of units for each assigned crew, and any other pertinent information to the Shift Supervisor. This is completed via task list and EMS Calendar. This report will include any request for maintenance to a facility or unit.
4. The Crew Chief is responsible for assuring that supply orders are completed and submitted to the Shift Supervisor on Sunday day shift. Oxygen request forms will be completed on Wednesday and Sunday day shift and faxed to the designated supplier.
5. The Crew Chief is responsible for assuring that medication boxes are ordered as needed. These orders are to be submitted to the Shift Supervisor for processing as soon as the need arises.
6. The Crew Chief is responsible for compiling and ensuring the accuracy of all assigned staff member's time sheets. When complete the time sheets will be forwarded to payroll by 0700 on the Monday following the pay period ending. The Crew Chief's time sheet will be submitted to the Shift Supervisor by the Saturday following the end of the pay period.
7. It is the Crew Chiefs responsibility to assure all Ambulance Call Reports and associated documentation is completed per the Catawba County EMS Standard Operating Procedures. The Crew Chief is also responsible for ensuring shift transmittals are accurate and completed each day. The Crew Chief is responsible for ensuring that base computers Downtime ACR's are downloaded to the file server on Sunday and Wednesday mornings as outlined in the Catawba County EMS Standard Operating Procedures.
8. Crew Chiefs are responsible for completing Injury / Exposure forms for all injuries, exposures, or accidents that occur while on-duty. The Crew Chief must immediately notify the Shift Supervisor of any reportable incident. Once the Injury / Exposure form is completed the form should be forwarded to personnel for processing. A copy will be forwarded to the Shift Supervisor.
9. The Crew Chief is responsible for dissemination of information to his / her full time and reserve staff members. When the information is written as policy or procedure the Crew Chief is responsible for obtaining a signature of receipt from the employee.
10. It is the responsibility of the Crew Chief to ensure that each unit, primary and spare, is checked for operation readiness of both the unit and all equipment each shift. The check-off sheets are to be placed in the paperwork weekly.
11. Ensures that each employee under the supervision of the Crew Chief is in constant compliance with the policies and procedures of both Catawba County and Catawba County EMS.

12. When a personnel issue (disciplinary actions, FMLA, ADA, promotions, upgrades / downgrades in certification, etc.) exists the Crew Chief will take appropriate action as outlined in the Catawba County Personnel Code. The Crew Chief will notify the Shift Supervisor of any personnel situation or when clarification is needed.
13. Crew Chief leave requests and incidents reports involving a Crew Chief must be submitted to the Shift Supervisor.
14. A Crew Chief will serve as Shift Supervisor when the Shift Supervisor is on leave. The shift Supervisor will make this assignment under normal circumstances.
15. The Crew Chief will be issued an alphanumeric pager and is expected to carry this pager at all times unless the Crew Chief is on approved leave. The intent is to make the Crew Chief responsible for notifying staff and responding to unscheduled events. (i.e. mass casualty incidents, natural disasters, etc.)
16. The Crew Chief will conduct annual performance reviews for all assigned personnel. These reviews are to be forwarded to the Shift Supervisor for approval and for submission to the EMS Manager.
17. The Crew Chief is responsible for coordinating with the other Crew Chiefs and the Shift Supervisor to ensure all paperwork is submitted to the appropriate location on time and in an efficient manner.
18. The Crew Chief is responsible for maintaining his / her bases and units as per the Catawba County EMS Standard Operating Procedures.
19. The Crew Chief is responsible for submitting uniform requests to the Supervisor in charge of uniforms.
20. When applicable the Crew Chief will assume Incident Command. In large events the Crew Chief may initially assume the Incident Command role then transfer command as necessary.